

Notice for Professional Services

The City and County of Honolulu is looking for a qualified consultant to define metrics within developed guidelines for each Department and Agency in the City and County of Honolulu. This is a continuation of the City's Performance Evaluation Project that was conducted in FY 2006.

Specifically, professional services are required to:

1. Work with 22 departments and agencies with the City & County of Honolulu to develop key metrics for their department
2. Develop the tools and mechanisms to facilitate the reporting of these measures
3. Initiate a cycle of regular reporting for these measures

Organizations interested in providing these services must submit the following information for each firm:

1. Name of the firm or person, the principal place of business, and the location of all of its offices.
2. Age of firm and its average number of employees over the past 5 years.
3. Education, training, and qualifications of key members of the firm.
4. List of similar projects demonstrating ability to perform the desired services.
5. Names and phone numbers of up to five clients who may be contacted including at least two of which had similar services rendered during the preceding year.
6. The understanding of the requirements and the methodology.
7. Any promotional or descriptive literature that the firm desires to submit.

Consultants will be evaluated on the following criteria:

1. Experience and professional qualifications relevant to the project.
2. Past performance on projects of similar scope for public agencies or private industries, including corrective actions and other responses to notices of deficiencies
3. Capacity to accomplish work in the required time.
4. Cost effectiveness to the City and County of Honolulu

Statement of Qualifications from interested parties can be submitted with one original and two copies by August 21, 2006, not later than 4:30 p.m. Hawaii Standard Time, to:

Mary Pat Waterhouse
Department of Budget and Fiscal Services
City and County of Honolulu
530 S. King Street
Honolulu, HI 96813

Any inquiries regarding the professional services required should be directed to Cyndy Aylett, Mayor's Review Project Manager, at 808-523-4512.



Mary Patricia Waterhouse
Director of Budget and Fiscal Services
By Order of Mufi Hannemann, Mayor
City and County of Honolulu